

Bi-Weekly Report For Period Ending 5 February 1962
from
Records Systems and Disposition Branch

1. Contributions

- a. The DDI Special Research Staff on International Communism requested additional assistance to complete the removal of files from the office. Two members of the Pool and myself spent another day helping the remaining members of the Staff prepare for departure. Files for [] who will carry on the function of this Staff on a limited basis, were brought together into two safes and books were packed for transfer to ONE. Four safes, four cabinets and 24 bookshelves were emptied and released to Supply. Two retirement requests were prepared to cover records sent to the Records Center. []
- b. Approved and returned to OCI a change in disposition instructions for an item on the OCI Schedule. []
- c. Two feet of inactive Records Management files were transferred to the Records Center. []

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2. Assignments

a. Shelf Filing

(1-3) Commo Signal Center, TTT, Historical Staff
No action

(4-5) RID, Cable Secretariat []
Waiting for delivery of equipment.

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(6) DDI []
No change. Waiting for delivery of equipment.

(7) OBI []
No change. Waiting for delivery of equipment.

b. Records Control Schedules

(1) OO/C []
Comments were received from the []

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(2) OTR []
No action by the ARO for this period.

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c. Special Projects

(1) Agency Courier System []

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[] and I attended a meeting with [] SA/DDS, to bring him up-to-date on accomplishments resulting from the IG's recommendations on the Mail and Courier Service. [] asked us to coordinate the efforts of both Logistics and Security and to come up with replies from these offices for the IG.

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(2) Sorting Equipment/OBI []

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No report.

(3) Conference Notes and Special Reports []

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Bringing conference notes up to date and preparing briefing materials for the Staff.

(4) DDP/RID []

[] looking for sorting equipment decided product by Angle Steel may suit his needs. However, I advised him of further data to be gathered before submitting his request for the sorting equipment.

3. Vital Records []

A detailed report not available as [] is on sick leave. However, preparations for the VR Workshop are continuing. Slides received from the Chase Manhattan Bank were returned with a letter of appreciation from us. Color photos obtained from NARS are being incorporated into the workshop.

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4. News

Received a call from Navy Photographic Laboratory that films we asked for in November are ready. These will be reviewed for possible use in our workshops.

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